

Announcement
1809249KBMP

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Senior Contract Specialist

GENERAL SERVICES ADMINISTRATION

Public Buildings Service

Open & closing dates

🕒 09/19/2018 to 09/28/2018

Service

Competitive

Pay scale & grade

GS 13

Salary


\$90,065 to \$136,936 per year

Appointment type

Permanent

Work schedule

Full-time

 [Help](#)

Locations

FEW vacancies in the following locations:

📍 Phoenix, AZ

📍 Los Angeles, CA

📍 San Diego, CA

📍 San Francisco, CA

Relocation expenses reimbursed

No

 [Help](#)

Telework eligible

Yes as determined by agency policy

[? Help](#)

This job is open to

**Individuals with disabilities****Federal employees - Competitive service**

Current or former competitive service federal employees.

**Career transition (CTAP, ICTAP, RPL)**

Federal employees who meet the definition of a "surplus" or "displaced" employee.

**Land & base management**

Certain current or former term or temporary federal employees of a land or base management agency.

**Military spouses****Family of overseas employees**

Family members of a federal employee or uniformed service member who is, or was, working overseas.

**Special authorities**

Individuals eligible under a special authority not listed above, but defined in the federal hiring regulations.

**Veterans**

Clarification from the agency

Your application will be considered if you are a: • Current career/career-conditional Federal employee in the competitive service; Reinstatement eligible; Special Appointing Authority eligible; VEOA eligible Veteran, ICTAP eligible; or OPM Interchange Agreement eligible.

This job announcement has closed

 Print

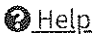
Announcement number

1809249KBMP

Control number

511309100

Duties



Summary

As an expert Contract Specialist, devises procurement strategies required to support major acquisitions that are strategically vital to customers in their mission accomplishment and substantively impact the local business community and the general public as well.

[Learn more about this agency](#)

Responsibilities

Develops, prepares, negotiates, awards, administers and terminates assigned contractual vehicles and/or task orders for highly complex construction, professional services, A/E services, construction management services, design-build projects, and/or a variety of highly complex service type contracts, and/or other highly specialized procurements of significant importance to customer agencies involving national contracts and/or other specialized acquisition projects.

Exercises responsibility for the resolution of highly complex issues including the requirement for detailed contract modifications designed to clarify questions and/or issues involving specification changes, resolution of language ambiguities and clarification or applicability of specific clauses.

Performs post-award contract administration functions, to include negotiating modifications, incorporation of change orders and/or resolution of any disputes that may arise, requiring the exercise of discretionary Contracting Officer authority.

Serve as the business manager with a thorough understanding of the customers' mission and business processes, focused on providing effective business solutions to accomplish missions and achieve stated goals and objectives.

Oversees and monitors the most complex, large, or politically sensitive projects.

Responsibilities include, but are not limited to, ensuring appropriate acquisition project design and tracking, timely processing of awards and modifications, and overall, ensuring that projects are completed within contractually mandated budgetary scope and schedule.

Travel Required

Occasional travel - Occasional travel may be required.

Supervisory status

No

Promotion Potential

13

Job family (Series)

1102 Contracting

Requirements

Required Documents

Benefits

How to Apply

Fair & Transparent

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Moly Fine Resume

A team player that is highly motivated, driven and dedicated to building customer and program relationships. Always maintains a professional image while meeting goals and producing quality work products. A strategic planner who is well versed with coordination of co-workers and resources in planning events. Always maintains a dialogue with customers to convey information effectively and professionally. Very comfortable working in all settings, with executives, high-ranking Government officials, or administrative staff. Takes time to ask questions and address concerns. Strives to provide excellent customer support, and build lasting, mutually beneficial business relationships. Proven ability in customer service and conflict management. A quick learner with a desire to always improve, and acquire new skills. Practiced in the responsibilities and requirements to work with sensitive information and documents.

Education

Certification

Level III Federal Acquisition Certification-Contracting (FAC-C) certified

Security Clearance

Contracting Officer Appointments

Professional Experience

Knowledge, Skills & Abilities:

Provide pre- and post-award, "cradle-to-grave" acquisition services in support of the (b) (6) (b) (6) Experience applying multiple acquisition methods and contract types to acquire professional and non-professional services and supplies. Conduct acquisition planning, market research, drafting statements of work, draft performance work statements, write evaluation criteria and strategies, and other pre-award requirements. Extensive experience negotiating, evaluating and awarding international and domestic contracts with

commercial/non-commercial organizations, nonprofit organizations, and local governments for furnishing products, services, and construction services at the most reasonable price, best value for the Federal Government, and in accordance with Federal Acquisition Regulations (FAR) and Departmental policies. Work independently to award and administer contracts by assuring compliance with the terms and conditions therein, including resolution of problems concerning the funding, invoice issues, etc. Currently administer 30 active Contracts/Task Orders with a total value of approximately \$1.1 billion.

- Experience with definite-quantity contracts, indefinite quantity contracts, requirements contracts, fixed priced contracts, T&M/labor hour contracts, hybrid contracts, task orders, Cost reimbursement contracts.
- Experience with Miro purchases, simplified acquisitions, Sole source acquisitions (part 6), FAR 12, 13, 15, 16, 36, & 37.
- Performed and documented market research and any required determinations and findings pertaining to new requirements and existing requirements prior to solicitation or exercising option periods.
- Experienced and accustomed to working in a fast paced, high demand, and very high volume environment due to Government budget difficulties and a heavy workload.
- Assures all contracts are in financial compliance by keeping contract balance sheets with all transactions.
- Review and approves all invoices to ensure compliance with terms and conditions.
- Complies with policies and procedures to ensure achievement of Federal socioeconomic goals, such as those affecting small business, disadvantaged business firms and veteran-owned business.
- Creates team building print and electronic media for annual events for office.
- Authorized to participate in COOP acquisition activities if needed.
- Successfully teleworks for 3 days per pay period on a regular telework schedule.

Specialized Experience June 1, 2017 - present

Currently assigned to the (b) (6) and provide Contracting Officer services to the office of (b) (6)

Over the past year, I have obtained my CO warrant, and also had an increase of my warrant threshold within 8 months. I routinely (daily) assign and review work products, teach and guide up to five contract specialists on my team. I am the signing CO for actions up to my current warrant threshold of \$5 Million, for all contracts and interagency agreements and an unlimited dollar threshold for incremental funding actions.

(b) (6) main mission activities are to deter, detect, and interdict smuggling of (b) (6) high risk areas internationally. I currently administer the (b) (6)

(b) (6) have a total ceiling value of \$1.1 billion and are (b) (6) requires high-drive for results, strong relationships, and tough negotiation skills. I have thrived in this environment, and have experienced rapid professional, and personal growth.

- In FY18, my acquisition team, consisting of myself and another CO, with about 3 full time CS's, completed approximately 400 contract actions (not including invoices, contractor issues, property, audits, etc...).
- Traveled to Ukraine in January 2018 to conduct a week long Office audit regarding unallowable costs, employee levels of effort and property mismanagement.
- Also, in (b) (6) I conducted a week long (b) (6) for construction and installation of (b) (6) at a major sea port and airport in (b) (6) for the (b) (6)
- Very experienced in highly complex change order modifications to include, multiple Contract Line Items, realignment of funds, de-scoping of funds, multiple negotiated Statements of Work, etc.
- I co-led an Integrated Project Team to research, determine, and plan the inclusion of a new program initiative (scope) to be added to the (b) (6) contract. The decisions of this (b) (6) team were discussed at the highest Administrator level.
- Co-led a highly involved Team Building event with various relationship building exercises, planned crucial

conversations and determined future processes and procedures for the (b) (6) team of COs, CORs, CS's and other program positions.

- Led an (b) (6) to determine the need for more support from the pricing department and define processes to expedite (b) (6)
- Led the action to "revive" expired task orders, compiled coordination and approval documents, and acquired approval for this "first of its kind" action.
- Experience in leading contentious audit settlements to prepare for closeout with pricing and

Knowledge, Skills & Abilities:

- Assisted in supervising up to 10 annual corporate events, with approx. 600 people. Planning, promotion and post event duties.
- Monitored program activities, and evaluated the impact and effectiveness of internal corporate communication.
- Developed and implemented appropriate communication channels by identifying target customer groups and audiences.
- (b) (6) for the (b) (6) Worked with high-level government officials for various events.
- Developed and transmitted 8-20 page bimonthly internal corporate (b) (6) to approximately 1,500 readers included current events, interviews with employees, and organizational information.
- Developed customer surveys and used marketing management knowledge to ensure satisfied readers.
- Participated in, organized, tracked progress and developed campaign materials for community improvement activities: "Combined Federal Campaign", "Make a Difference Day", and "Feds Feed Families."
- Maintained a total of 14 company intranet web pages and provided customer support.
- Contributed weekly to company corporate image and identity, which included the use of logos and signage.
- Interacted with news media representatives from newspapers, radio, television, and other electronic media.
- Responded to requests for information from the public with discretion and prompt customer service.
- Drafted and edited talking points for company executives.
- Appropriately responded to representatives of the print and broadcast media and national organizations interested in the aspects of the agency's programs.
- Participated in interagency emergency response exercises and provided advice to programs on appropriate public response if needed.
- Participated and photographed monthly employee diversity programs.

Volunteer Experience

- Directed and delegated tasks to volunteers during large events and assigned sales volunteers to specific duties.
- Assisted in design and implementation of marketing/promotional events for non-profit organization, Xtreme Sports.
- Monitored events to ensure compliance with regulations and laws, participant satisfaction, and problem resolution.
- Successfully sold (b) (6) each to customers at various event locations.
- Encouraged and built mutual trust, respect, and cooperation among team members.
- Monitor sales activities to ensure that customers receive satisfactory service and quality goods.

Professional Affiliations

Moly Fine
College Transcripts

Date Issued:
Record of:
Student Number:
Birthdate:

SENT TO:

Prior Schools Attended

Credits Degrees

(b) (6)

*****End of Transcript*****

Page 1 of 1

AN OFFICIAL SIGNATURE IS WHITE WITH A BLUE BACKGROUND

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(b) (6)

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MOLLY
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SUBJ. NO. COURSE TITLE CRED. GRD. PTS. R

(b)(6)

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FAC Level III

FEDERAL
ACQUISITION
INSTITUTE



Certificate of Achievement

Federal Acquisition Certification in Contracting (FAC-C), Level III

In recognition of the attainment of the continuous learning requirements prescribed by the Office of Management and Budget, the Office of Federal Procurement Policy, and the Federal Acquisition Institute

For the period of October 27, 2015 - October 26, 2017

Awardee has until October 26, 2019 to complete continuous learning for the next two-year period.

Jeffrey B. Birch
Director (Acting)
Federal Acquisition Institute

Certification valid through: October 26, 2019

Qualification Standards

Contracting Series, 1102

Individual Occupational Requirements

This is an individual qualification standard developed by the Office of Federal Procurement Policy under the authority of 41 U.S.C. 433. It does not apply to Department of Defense positions.

Basic Requirements for GS-5 through GS-12

1. A 4-year course of study leading to a bachelor's degree with a major in any field;
or
2. At least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

Applicants who meet the criteria for Superior Academic Achievement qualify for positions at the GS-7 level.

The following table shows the amounts of education and/or experience required to qualify for positions GS-7 through GS-12 covered by this standard.

GRADE	EDUCATION	SPECIALIZED EXPERIENCE
GS-7	1 full academic year of graduate education or law school or superior academic achievement	1 year equivalent to at least GS-5
GS-9	2 full academic years of progressively higher level graduate education or masters or equivalent graduate degree or LL.B. or J.D.	1 year equivalent to at least GS-7
GS-11	3 full academic years of progressively higher level graduate education or Ph.D. or equivalent doctoral degree	1 year equivalent to at least GS-9
GS-12 and above	(No educational equivalent)	1 year equivalent to at least next lower grade level

Equivalent combinations of education and experience are qualifying for all grade levels for which both education and experience are acceptable.

Graduate Education. To qualify for GS-1102 positions on the basis of graduate education, graduate education in one or a combination of the following fields is required: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

Note - For positions at GS-7 through GS-12, applicants who are qualifying based on experience must possess at least one year of specialized experience at or equivalent to work at the next lower level, that provided the knowledge, skills, and abilities to perform successfully the work of the position, in addition to meeting the basic requirements in paragraph A or B, above.

1. Exceptions: Employees in GS-1102 positions will be considered to have met the standard for positions they occupy on January 1, 2000. Employees who occupy GS-1102 positions at grades 5 through 12 will be considered to meet the basic requirements for other GS-1102 positions up to and including those classified at GS-12. This includes positions at other agencies and promotions up through grade 12. However, employees must meet specialized experience requirements when seeking another position.

Basic Requirements for GS-13 and Above

1. Completion of all mandatory training prescribed by the head of the agency for progression to GS-13 or higher level contracting positions, including at least 4-years experience in contracting or related positions. At least 1 year of that experience must have been specialized experience at or equivalent to work at the next lower level of the position, and must have provided the knowledge, skills, and abilities to perform successfully the work of the position.

and
2. A 4-year course of study leading to a bachelor's degree, that included or was supplemented by at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.
3. Exceptions: Employees in GS-1102 positions will be considered to have met the standard for positions they occupy on January 1, 2000. This also applies to positions at the same grade in the same agency or other agencies if the specialized experience requirements are met. However, they will have to meet the basic requirements and specialized experience requirements in order to qualify for promotion to a higher grade, unless granted a waiver under Paragraph D.
4. Waiver: When filling a specific vacant position, the senior procurement executive of the selecting agency, at his or her discretion, may waive any or all of the requirements of Paragraphs A and B above if the senior procurement executive certifies that the applicant possesses significant potential for advancement to levels of greater responsibility and authority, based on demonstrated analytical and decision making capabilities, job performance, and qualifying experience. With respect to each waiver granted under this Paragraph D, the senior procurement executive must document for the record the basis of the waiver. If an individual is placed in a position in an agency on the basis of a waiver, the agency may later reassign that individual to another position at the same grade within that agency without additional waiver action.